

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-412-07-33</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12-21-2006</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2 MAJOR SUBDIVISION Grants			
3 MINOR SUBDIVISION Agency-wide			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE <i>12/16/2005</i>	ARCHIVIST OF THE UNITED STATES <i>Jean R. Cunningham</i> <i>Acting Director</i> <i>Modern Records Program</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/13/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

EPA 009 Integrated Grants Management System

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 009

Status: Development, 11/07/2006

Title: Integrated Grants Management System (IGMS)

Program: Grants

Applicability: Agency-wide

Function: 205 - Federal Financial Assistance

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

The Integrated Grants Management System (IGMS) is an electronic system that automates grant and interagency processes. IGMS collects grant and fellowship application information, information supporting the decision to fund the grant or fellowship, commitment notice information, grant and fellowship award information, and grant reports. EPA collects the information in order to award grant funds or fellowships to applicants to accomplish research, develop or deliver training, or conduct other activities which will protect or improve public health or the environment. Grants and fellowships are awarded to state, local, tribal, educational, and nonprofit partners.

The following types of information are contained in the system: acquisition/assistance (e.g., funding vehicle, business partner); financial (e.g., obligation and commitments, funds management, program information; planning and performance information); and human assets (e.g., business and contact information).

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Keep for length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then destroy when superseded or obsolete.

non-record

Item b: Input

- Disposable

GRS 20/2b

- Destroy when data has been transferred by the applicant, successfully tested and acknowledged.

Item c: Electronic data - Superfund site-specific

- Disposable
- Destroy 30 years after grant closeout.

Item d: Electronic data - waste water construction and state revolving fund grants

- Disposable
- Destroy 20 years after grant closeout.

Item e: Electronic data - other than Superfund site-specific, waste water construction and state revolving fund grants

- Disposable
- Destroy 10 years after grant closeout.

Item f: Output and reports

- Varies
- Follow instructions for related records.

Item g: Supporting documentation

- Disposable
- Keep for length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then destroy when superseded or obsolete.

GRS 20/11a(1)

Guidance:

The Grants Administration Division of the Office of Administration and Resources Management is responsible for implementing the disposition of items a, b, c, d, e and g. All related records held in other offices should be destroyed according to instructions for item f.

Related schedules include:

- EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific
- EPA 003 - Grants and Other Program Support Agreements
- EPA 054 - Integrated Financial Management System (IFMS)
- EPA 232 - Waste Water Construction and State Revolving Fund Grants
- EPA 575 - Grants Information and Control System (GICS)

Reasons for Disposition:

IGMS provides an all-electronic process for grants from development of the grant guidance through the award and closeout. The system replaces the Grants Information and Control System (GICS), with the exception of the Office of Water's construction grants data. GICS was previously appraised as N1-412-00-4. The system provides information to grant applicants, grantees, and the public. The proposed retention meets all audit and litigation documentation needs.

Items e-h were renumbered as d-g in the 11/07/2006 version.

The following item was deleted in the 09/07/2006 version: Item d - Electronic data and supporting documentation - Tribal because the data is covered by item f.

Custodians:

Office of Administration and Resources Management, Grants Administration Division

- **Contact:** Kathleen Herrin
- **Telephone:** 202-564-5346

Related Schedules:

EPA 001, EPA 003, EPA 054, EPA 232, EPA 575

Previous NARA Disposal Authority:

Entry: 05/15/2000

EPA Approval: Pending

NARA Approval: Pending